



Registering Faculty and Professional Staff Profiles through Faculty Success

Updated in September 2022

THE UNIVERSITY OF TEXAS AT EL PASO



Introduction

The Expertise Connector faculty and professional staff profiles provide the means to discover expertise and potential collaborators in research, scholarly, and creative efforts. In order to have a profile in Expertise Connector, users need to enter profile information in Faculty Success (formerly Digital Measures). The following sections describe how to create an account in Faculty Success and how to update it.

How to Create an Account in Faculty Success

In order to create an account in Faculty Success, send an e-mail to Didier Hernandez (dhbizouarn@utep.edu) with the request, faculty or professional staff name, and UTEP ID number. Once the profile is registered, proceed to update it. The instructions on how to update a profile are in the next section.

How to Update Profiles through Faculty Success

In an effort to keep profiles current, Expertise Connector populates profiles from pertinent fields in Faculty Success. Profile updates will appear the weekend after the update. The steps are as follows:

- Log onto your Faculty Success (formerly Digital Measures) account.
- Click on “Personal and Contact Information”
- Fill in mandatory fields marked with a **black** asterisk (*).
- Certify or re-certify (in the case of an update) the profile by clicking “Yes” on the certification message at the top of the page AND entering the date under “Certification Date Updated.”
- Click on the “Save” button. This will take you back to the main menu.
- Click on “Yearly Data”.
- Click on the latest fiscal year link. This will allow you to see the information for the selected fiscal year.
- Verify that the fields of College, Department/Center, and Faculty/Staff Rank are correct. If they are not correct, contact your unit or Didier Hernandez (dhbizouarn@utep.edu) to update this information.
- Click on the “Cancel” button. This will take you back to the main menu.

If you have any problems or questions, please email econnect@utep.edu.

Updating fields in Faculty Success

The following images provide the instructions in more detail.

The screenshot shows the Faculty Success interface. At the top left is the watermark logo and 'Faculty Success | formerly Digital Measures'. At the top right is the UTEP logo. Below the header is a navigation bar with 'Activities' and 'CV Imports'. There are search boxes for 'Search All Activities' and 'Search Tips', and buttons for 'Rapid Reports' and 'PasteBoard'. A link says 'Review a guide to manage your activities. Show more'. A disclaimer states: 'As an administrator, you should understand that all information in this system is confidential. By using this system, you agree to the terms and conditions as defined in this security statement.' Below this is a link to 'Faculty Profile and Digital Measures Reference Guide' and a paragraph: 'This document will assist faculty desiring to update their 'faculty profiles' found on UTEP's homepage (utep.edu) under 'Facts About' and 'Faculty Profiles'. These faculty profiles are pulled directly from Digital Measures and the reference document will guide faculty as to where in Digital Measures their profile information can be founded and updated directly by the faculty themselves.'

1. Click on "Personal and Contact Information"

- General Information
 - Personal and Contact Information
 - Administrative Data - Permanent Data | Yearly Data
 - Merit Evaluation Ratings and Comments
 - Academic, Government, Military and Professional Positions
 - Administrative Assignments
 - Awards and Honors
 - Consulting
 - Education (Faculty Credentialing)
- External Connections and Partnerships
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Contributions
- Professional Memberships
- Appendix Information
- Workload Information
- Professional Goals

Edit Personal and Contact Information

Cancel

Save

NOTE: EXPERTISE CONNECTOR: Fields marked with a black asterisk (*) below are items that populate your personal profile in UTEP's Expertise Connector, a public portal. Expertise Connector highlights the expertise at UTEP and provides a point from which any user can search for and connect to the people, communities, and centers that are moving research and creative initiatives forward at UTEP. Faculty and professional staff who are engaged in research, scholarly, and/or creative and artistic works are eligible to publish personal profiles. Publication requires certification of your profile.

2. Read the Expertise Connector message

CERTIFICATION: By selecting "Yes" on the drop down box, I hereby agree to publish my profile on Expertise Connector and certify that the information provided accurately reflects my expertise and scholarly interests. Changes to your profile will be updated within a week.

3. Certify or re-certify (in the case of an update) your profile by clicking "Yes", on the certification message at the top of the page AND entering the date under "Certification Date Updated"

Yes

Certification Date Updated

Month * Day Year *
January 23 2022

Prefix

Dr.

First Name *

Arshad

Preferred First Name

Middle Name *

M.

Last Name *

Khan

Suffix

Alternative Name You Publish Under (e.g., an anglicized name), if any

Name of Endowed Position (if any)

E-Mail Address *

amkhan2@utep.edu

Building Where Your Office is Located *

Bioscience Research Building

Office Room Number *

2.171

4. Fill in mandatory fields marked with a black asterisk (*)

Office Phone *

Office Phone Areacode

915

Office Phone Prefix

747

Office Phone Suffix

8436

Fax *

Fax Areacode

Fax Prefix

Fax Suffix

Laboratory Phone

Laboratory Phone Areacode	Laboratory Phone Prefix	Laboratory Phone Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>

Department/Center Phone

Department/Center Phone Areacode	Department/Center Phone Prefix	Department/Center Phone Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>

Personal Website * ⓘ

Personal Website

Facebook Link * ⓘ

Facebook Link

Twitter Link * ⓘ

Twitter Link

Google+ Link * ⓘ

Google+ Link

4a. Continue filling mandatory fields marked with a black

Linkedin Link * ⓘ

Linkedin Link

IBM SmartCloud Link * ⓘ

IBM SmartCloud Link

Google Scholar URL * ⓘ

Google Scholar URL

Research Gate URL * ⓘ

Research Gate URL

Selected Works (Bepress) URL ^R ⓘ

Expertise URL ^R

Pivot URL ^R

UTEP Priority/Cross-Cutting Areas
(View Research Priorities & Cross-cutting Research Themes Synopsis for reference)

- Cross-cutting: Cyberinfrastructure and Collaborative Environments
- Cross-cutting: Emerging Technologies: Information Technology, Biotechnology & Nanotechnology
- Cross-cutting: U.S. -Mexico and Latin America: Social and Behavioral Issues
- Education for the 21st Century Demographic
- Energy & Environment

Statement of Research Expertise and/or Creative Activities * ⓘ
(limit: 200 words)
(A statement of expertise conveys any one of (or all) of the following: your area of research, your experience, and what you are passionate about.)

B I U x² x₂ ↺ ↻ ↵

Dr. Khan studies the neural systems that regulate energy balance, neuroendocrine function and behavioral state in the mammalian brain. He is particularly interested in how neural circuits in the hypothalamus are organized, how they help control motivated behaviors and autonomic function, and how they respond to changes in nutrient status (e.g., hypoglycemia). He also collaborates on neuroinformatics and computer science projects related to the modeling, management, and migration of neuroscientific data about these circuits. As part of his interests in mechanisms underlying nutrient homeostasis, he also maintains an active research interest in the history of neurochemistry and thermodynamics. Finally, he also has a strong research interest in comparative neurobiology and genomics. As part of his scientific duties, he is committed to classroom and laboratory instruction in the life sciences (biology, biochemistry, neuroscience) at the college and university levels.

4b. Limit your statement of research expertise to no more than 200 words and write it in third person.

Expertise Key Words (please separate with a comma) * ⓘ
(limit: six words/phrases)
(Keywords are words/phrases that you identify with as a Professional. They are words/phrases that people will use to Find find you so it is recommended that you stay away from using terminology that is very specific or verbiage that is so broad that that it doesn't provide good insight on what you do.)

B I U x² x₂ ↺ ↻ ↵

systems neuroscience, feeding control systems, hypothalamic function, functional neuroanatomy, glucosensing networks, brain mapping, brain atlas development

4c. Limit the number of keywords to 6 words/phrases separated by commas.

Photograph * ⓘ
(Photos must be in .jpg format and may not exceed 2 megabytes)

Replace file here or select to upload

4d. Pictures size should be approximately 200 x 275 pixels. Pictures should be taken from at least 3 ft. so it will display properly on the website and reports.

Personal Vita * ⓘ
(Information in this field is used for public access. PDF upload is strongly recommended. Exclude personal information such as home address, personal contact number, and other sensitive information)

Drop file here or select to upload

4e. For personal vita, either provide a PDF file containing your vita or the link to your vita on the Web

Personal Vita URL * ⓘ

Personal Vita URL

Date of Birth

Date of Birth Month	Date of Birth Day	Date of Birth Year
July	1	1,972

Gender

Male

Ethnicity

Asian or Pacific Islander

U.S. Citizen or Permanent Resident?

Yes

Activities CV Imports

Rapid Reports PasteBoard

Page: 1 of 1

Edit Personal and Contact Information

Cancel Save

5. Click the "Save" button.

watermark™ Faculty Success | formerly Digital Measures

UTEP

Activities CV Imports

Search All Activities Search Tips

Rapid Reports PasteBoard

[Review a guide](#) to manage your activities. [Show more](#)

As an administrator, you should understand that all information in this system is confidential. By using this system, you agree to the terms and conditions as defined in this security statement.

Faculty Profile and Digital Measures Reference Guide

This document will assist faculty desiring to update their 'faculty profiles' found on UTEP's homepage (utep.edu) under 'Facts About' and 'Faculty Profiles'. These faculty profiles are pulled directly from Digital Measures and the reference document will guide faculty as to where in Digital Measures their profile information can be founded and updated directly by the faculty themselves.

▼ General Information

6. Click on "Yearly Data".

- Personal and Contact Information
- Administrative Data - Permanent Data **Yearly Data**
- Merit Evaluation Ratings and Comments
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education (Faculty Credentialing)
- External Connections and Partnerships
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- Licensures and Certifications
- Media Contributions
- Professional Memberships
- Appendix Information
- Workload Information
- Professional Goals

Rapid Reports PasteBoard

< Yearly Data

Search Yearly Data Search Tips

Filters: None

7. Click on the latest fiscal year link.

<input type="checkbox"/>	Academic Year	College *	Department/Center *, Depa...	Faculty/Staff Rank *	Total Full-Time Equivalency
<input checked="" type="checkbox"/>	2022-2023	College of Science	Biological Sciences	Associate Professor	100
<input type="checkbox"/>	2021-2022	College of Science	Biological Sciences	Associate Professor	100
<input type="checkbox"/>	2020-2021	College of Science	Biological Sciences	Associate Professor	100
<input type="checkbox"/>	2019-2020	College of Science	Biological Sciences	Associate Professor	100
<input type="checkbox"/>	2018-2019	College of Science	Biological Sciences	Associate Professor	100
<input type="checkbox"/>	2017-2018	College of Science	Biological Sciences	Associate Professor	100
<input type="checkbox"/>	2016-2017	College of Science	Biological Sciences	Assistant Professor	100

Rapid Reports PasteBoard

Edit Yearly Data

9. Click the "Cancel" button.

NOTE: Fields marked with a black asterisk (*) below are items linked to the Expertise System. Expertise System is the face of research at UTEP and provides a point from which any user can search for and identify the people, communities, and projects that are moving the research agenda forward. For more information on Expertise, click [here](#).

8. Verify that the fields of **College, Department/Center, and Faculty/Staff Rank** are correct. If they are not correct, contact your unit or Didier Hernandez at dhbizouam@utep.edu to update this information.

Academic Year^R
2022-2023

College^{** R}
College of Science

▼ Department/Center (1)

1st Department/Center Actions ▼

Department/Center^{** R}

 Department/Center FTE Percentage^R %

▼ Academic Program (1)

1st Program Actions ▼

Program^R

 Core Faculty^R

Faculty/Staff Rank^{** R}
Associate Professor

Guidelines

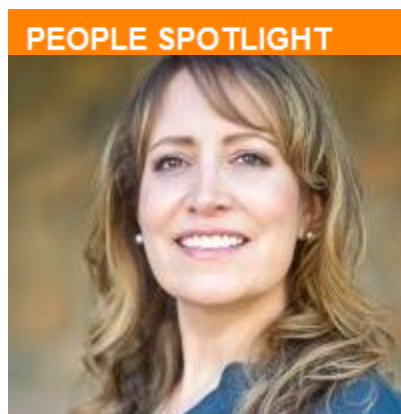
Because profiles are used to create reports that are shared with other academic institutions, industry, funders, and the community, it's essential that all profiles follow these guidelines.

- The expertise statement should be written in third person using complete sentences. It should be succinct (no more than 200 words) yet inform the reader of one's expertise and interests.
- Key words should be limited to six words or phrases separated by commas.
- The recommendations for optimal picture display are as follows:
 - The size should be approximately 200 x 275 pixels, or a similar ratio.
 - Picture should be taken from at least 3 ft. so it will display properly on the website and reports.

Below is an example of a picture that follows the recommendations. Note that it will display properly in Expertise Connector in the "Spotlight" view that Expertise Connector provides.



Below is an example of a picture that does not follow the recommendations. Since the face covers most of the picture area, it will be cut in the "Spotlight" view that Expertise Connector provides.



An example profile that follows the recommendations can be found on this link:
<https://expertise.utep.edu/profiles/lourdes>